

SANGAMON COUNTY CORRECTIONAL OFFICER – ENTRY LEVEL

CORRECTIONAL OFFICER MINIMUM REQUIREMENTS

Applicants for appointment as Correctional Officer, in addition to meeting the standard prescribed by the Illinois Compiled Statutes, must;

- Be no younger than 21 years of age at the time of the appointment. There is no maximum age limit.
- Must be a U.S. citizen
- Possess a valid Illinois driver's license
- Must possess a valid FOID (Firearm Owner's Identification) card.
- Have acquired a high school diploma or equivalent certificate.

In addition to the above, applicants must meet the following requirements to be appointed as a Correctional Officer:

- Must pass a written examination as prescribed by the Merit Commission.
- Must pass a thorough background investigation.
- Must pass drug testing.
- Sangamon County residency is required within six months of employment.
- Applicants must be willing to accept any assignment or shift, and work any scheduled holiday.
- Applicants must possess the moral, ethical, and work characteristics befitting the highest standards of law enforcement professionals.

GENERAL SUMMARY

Newly hired Sheriff's Correctional Officers must pass a five-week basic training course mandated by the State of Illinois, unless waived by the State Training Board due to prior training and experience. New Correctional Officers also receive one-on-one training by veteran Correctional Officers.

The Sangamon County Sheriff's Office operates as a para-military organization. Correctional Officers report to and receive assignments, instructions, and directions from Sergeants, Lieutenants, Asst. Jail Superintendent, Jail Superintendent, Chief Deputy, and the Sheriff.

Correctional Officers have the general duties and responsibilities prescribed of all members of the Sheriff's Office and such specific duties as are herein prescribed. They observe and monitor jail inmates, and detects and deters improper or unacceptable behavior. Controls and directs inmates while out of cell areas during transfers, work assignments, meals, recreation, etc. Books inmates into Inmate Processing Center and performs searches of individuals and jail cells to locate weapons or contraband. Prepares logs, records, and reports of jail activities. Performs other duties and activities as directed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Correctional Officers are required to report for duty promptly, appearance and uniform conforming to the specifications of the Sangamon County Sheriff's Office. Correctional Officers are responsible for checking their individual mailboxes for correspondence, phone messages, and notices which may need action taken. After shift briefing, they are to immediately begin their duty assignment.
- . Correctional Officers must enforce all rules of the Sangamon County Detention Center as they pertain to inmate conduct within the guidelines set forth in the Inmate Handbook and those others specified within this facility's Rules, Policies and Regulations.
- C. Correctional Officers must become thoroughly familiar and competent with the operation of the Detention Center's touch screen control and New World computer systems to effectively perform required job duties.
- D. Book inmates into Detention Center, including conducting inmate classification interviews, operating computer terminal to input, verify, and obtain information; fingerprinting and photographing inmates; counseling and advising inmates on jail rules and procedures, and preparing related documents.
- E. Observe and monitor jail inmates to detect behavioral problems, adjustment difficulties, recognition of interpersonal problems and disputes, and identify unmanageable, suicidal, or mentally ill inmates.
- F. Direct and control inmates to ensure appropriate behavior in cells in the jail area, during recreation and meals, and while escorting inmates within the jail premises. Prepare, direct and control inmates to ensure appropriate behavior while being transported outside the jail facility. Supervise, instruct, direct and control inmates performing trustee work assignments.

- G. Conduct inspections of cells to ensure jail rules are being observed, including searching inmates and their personal items for weapons and contraband articles, and inspecting jail equipment, materials, and facilities for signs of tampering.
- H. Collect and distribute inmate mail and items such as clothing, bedding, toiletries, reading materials, etc.
- I. Provide information and instructions to jail visitors, secure weapons, resolve visitor problems and complaints, and monitor visitor and inmate interactions. Calm nervous or agitated inmates and jail visitors, and physically restrain unruly inmates and visitors as necessary.
- J. Maintain and update records, logs, and periodic reports of jail and inmate activities, including narrative reports, memorandum, and notes of incidents and offenses.